Maintain W-4 Election   PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/15/2004	Ligaya West	Updates & Edits
1/27/2006	Heather Hanson	Update

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Test Info

Successor Transactions PA40 Hired Action

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes
7/28/2004	Don McCurdy	Pass	

Test Scenarios

Use the following scenarios to test this transaction:

- Maintain W-4 Elections

Scenario ##				
Description	**Test Condition Description**	**Input Data**	**Expected Results**	**Output Data**
Maintain W-4 Elections		2000005	Employee W-4 changed from single and 0 exemptions to married and 1 exemption	Record Created

Test Execution

The following tables summarize the test results for each scenario:

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Purpose

Use this procedure to maintain an employee's W-4 election.

Trigger

Perform this procedure when there is a change in an employee's life situation that affects their W-4 withholdings. .

Prerequisites

- The employee must be in active status.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data →Maintain

Transaction Code

PA30

Helpful Hints

The Payroll Processor will use this procedure to update an employee's W4 information.

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Procedure

1.   You have started the transaction using the menu path or transaction code.

Maintain HR Master Data

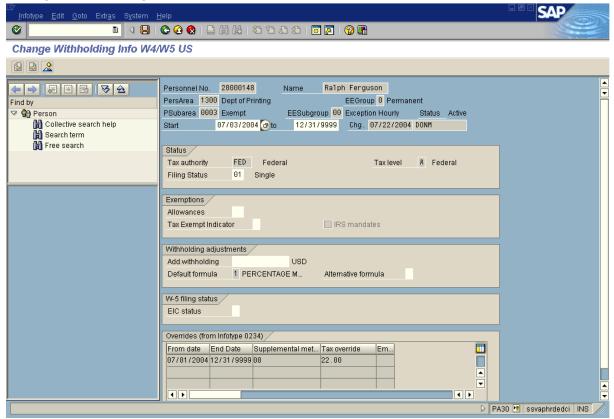**2.**   As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 20000148

3.   Click 🗸 . (Enter).

4.   Click 🗋 .(Copy).

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Change Withholding Info W4/W5 US

5. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. **Example:** 07/10/2004
Filing Status	R	This is a status elected by the employee for federal tax withholding. **Example:** 02
Allowances	R	This is the number of dependents claimed for tax filing purposes. It affects the amount of taxes withheld from an employee's paycheck. **Example:** 1
Add.withholding	O	This is an amount designated by the employee to be withheld from his/her check above the amount that will be taken due to filing status. **Example:** 250.00

6. Click .(Enter) to validate.

7. Click 📇 .(Save).

ℹ The system displays the message, "Record Changed."

8. You have completed this transaction.

Result

You have successfully updated an employee's W-4 election. .

Comments

None

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